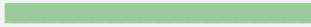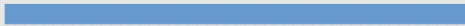# Administrative Management - Equipment Management - Selected Text Responses

For the equipment your Agency manages, is there a lifecycle approach (Plan, Budget, Procure, O&M, Disposal) for maintaining this equipment.	Response Percent	Response Total
Yes	40%	12
No	60%	18
Comments		16
have some tentative schedules, but are only able to replace as funds become available		
No formal program, but we use the life cycle cost logic applied to our equipment management.		
The Governor and G.A. Cuts took care of replacing anything on a rational basis		
As funds permit.		
Managed through budget and operational discussions		
We have not had much money to purchase new equipment so we are making do with what we have.		
Field equipment-upgraded features , Budget, procure		
Equipment is purchased as the Operating Budget allows		
10 yrs useful life for lab equipment though standard for lab equipment is 5-7 years		
10 years lifecycle on food services equip. then refurbish if possible		
Generally, equipment is kept until it no longer serves its purpose, or repairs become so frequent that downtime becomes unacceptable.		
We use a lifecycle approach for some items, but not for all equipment.		
Based on condition, maintenance, etc.		
Most equipment.		
Age of equipment versus maintenance history - maintenance cost is budgeted		
Replaced as needed. In most cases, there is no money in budget for equipment replacement on a routine basis. All funds must come from excess general funds.		
Total # of respondents **30**. Statistics based on **30** respondents; **0** filtered; **0** skipped.		

Provide the top three opportunities for improvement with equipment management at your Agency.	Response Percent	Response Total
1.		28
Management process appears to be adequate.		
Process works well given the resources we can devote to this function.		
Increased Funding for replacement		
n/a		
need more efficient way to track changes and maintain one inventory		
For VDOT Non-rental Equipment, some classes of the higher priced equipment should have automated scheduling and tracking of Preventive Maintenance activities.		
Computer equipment management program tied to purchasing, payable, assets & budgets		
Need additional staff to periodically update and authenticate records		
more communication on item relocation		
Statewide Application For Tracking		
Bar code scanning for inventory tracking		
n/a		
Timely employee reporting of equipment relocations.		
Software to assist staff in planning for equipment purchase and management.		
Barcoding for physical inventory		
FAACS should be totally intergrated with agencies		
Better system for receiving and tagging equipment		
Selecting the proper equipment for intened application		
automated P/M systems		
Sufficient funding for equipment replacement needs		
More staff to support this idea		
fleet management		
Centralization of administrative process		
Timely disposal of equipment by DGS		
Automated surplus availability system within agency.		
Maintenance		
We currently have an electronic system in place that's working well - FAACS		
Replacement plan		
2.		17
Bar coding would assist in the inventory process.		
multiple tracking systems are maintained for multiple purposes (FAACS/medical equip/MP2 for maintenance)		
For VDOT Non-rental Equipment, a fully burdened labor rate to charge for repairs and maintenance to all VDOT and other agency vehicles. This rate will equitably		

	distribute shop overhead expenses among all users. Currently repairs to Non-rental Equipment only include the actual costs of parts and labor and do not absorb any of the VDOT shop overhead expenses. The VDOT Rental Equipment fleet absorbs all shop overhead costs.		
	Go to a state wide bar scan code		
	more interactive database for tracking		
	Pull From eVA Purchases		
	Sufficient staff to manage equipment.		
	Biennial inventories should be longer - every 5 years		
	An qutomated maintenance reminder for scheduled maintenance		
	Providing a PM program on all equipment.		
	use of predictive maint.		
	An asset inventory system that provides information in a usable manner		
	O&M cost tracking		
	Modifications of Internal database used for equipment management		
	Tracking proceeds for sale of surplus back to Special Funded Agencies		
	New trailers		
	Training		
3.			15
	improve process to get rid of out dated equipment.		
	For Major Equipment, replacement of the Major Equipment database with a new financial management system capital asset module linked to the procurement process would increase the efficiency of identifying assets for capitalization and tracking.		
	warranty tracking		
	WAN Access		
	Agency policy to address equipment management.		
	In-House system needed for location input		
	Increase budget for equipment maintenance and replacement		
	Refurbishing equipment when it is cost effective		
	contract with vendors for maint.		
	Bar coding		
	assignment management		
	Reduce redunant equipment management efforts		
	Provide resources to follow life cycle plans during lean years of revenue collections		
	Upgrade equipment		
	Maintenance		
Total # of respondents **30**. Statistics based on **28** respondents; **0** filtered; **2** skipped.			

6/10/2005   FINAL

Considering your Agency's current equipment maintenance process, what improvements would you make? (Provide 3 or fewer recommendations)	Response Percent	Response Total
1.		25
Maintenance process appears to be adequate.		
None.		
See #7		
n/a		
need more accountability for responsible persons to report needed maint/repair and know where equip is at all times		
For VDOT Non-rental Equipment, some classes of the higher priced equipment should have automated scheduling and tracking of Preventive Maintenance activities.		
Expand preventive maintenance contracts for agencies		
Provide required funds to replace worn out equipement		
Develop central process with one oversight person		
Make disposal easier through Surplus Property		
n/a		
Agency policy as part of overall program of internal controls and risk management.		
Add barcodes		
Each holder of the equipment is responsible for the maintenace of that equipment. In an ideal world, we would have consistent maintenance practice. However, due to lack of staffing, most employees have higher priority work than maintenance schedules, such as providing services to the public.		
Increase funing for service contracts		
Current PM program is adequate		
automated P/M systems		
Make sure field offices take good advantage of maintenance agreements and not only use if there is a specific problem but also for routine maintenance.		
tracking of equipment maintenance		
automate non-IT maintenance tracking process		
A system that will track equipment availability, warranty and maintenance information as well as service call history		
Automated system for tracking repairs.		
Tracking system for maintenance		
We need a plan for replacement before equipment dies.		
periodic maintenance		
2.		9
improve process to get rid of out dated equipment.		
A computer program to capture expense data tied to life cycle cost of assets		
deveope state wide standards for mandatory replacement		

	Enable disposal of non-FAACS material in trash if scrap.		
	Centrally developed, user friendly software to support equipment planning and management.		Page 5 of 15
	DCR's organizational structure is too geographically dispersed and too small to allow for full time staffing to be devoted to equipment maintenance.		
	use of predictive maint.		
	tracking of cost of maintenance		
	cleaning of printers		
3.			2
	n/a		
	cost benefit of fix or replace		
	Total # of respondents **30**. Statistics based on **25** respondents; **0** filtered; **5** skipped.		

What type(s) of equipment tracking technology (i.e. bar-coding) does your Agency use?	Response Percent	Response Total
1.		28
Bar-coding for VITA-owned technology equipment		
None.		
None		
n/a		
Asset or PM tag #		
For VDOT Non-rental and Major Equipment, we do not use any tracking technology, however all equipment is tagged with identification numbers.		
Property tags with numbers		
Spread sheet (excell) Manual count		
none		
NONE		
Property tags and physical identification		
tagging		
Inventory asset tags attached to equipment; with the tag number entered into our purchasing, receiving, and fixed asset modules in our ERP.		
No bar-coding is used to track equipment. All records are automated on in-house data bases or recorded manually.		
Fixed asset Tag is attached and assigned to equipment		
Barcode all scientific equipment		
bar-coding		
none- FAACS tags only, no IT linkage		
Numerical Tags		
fixed asset inventory tags		
Fixed Asset tagging		
Numbered tags affixed to the asset		
IT - manual keying into database		
DMV Property Tags		
Bar-coding.		
Physical inventory		
NA		
Agency Inventory tag		
2.		6
Numbered identification tag on all othe equipment		
Automated tracking system		
Info. maintained in Oracle		
Equipment is maintained in an Access database. Barcodes are tracked in this		

	database		
	Inventory is kept of all equipment		
	spreadsheet		
3.			**0**
4.			**0**
5.			**0**
	Total # of respondents **30**. Statistics based on **28** respondents; **0** filtered; **2** skipped.		

What is your Agency's process to request, approve, and monitor outside vendor service calls? (i.e. credit card, state contract, agency contract, sole source contract)	Response Percent	Response Total
		29
Issue purchase order for service or notify vendor where service is included in contract. Payment upon invoice from vendor either by credit card or check.		
Varies - credit card, agency contract.		
Primarily agency contract		
Most are state contract.		
either by maintenance agreement or available contracts. Anything else would be time and material and approved by cfo or pps director		
Most VDOT Non-rental Equipment is serviced by VDOT Shops, although it is sometimes serviced byu the Equipment Operators. When outside service call are needed, the VDOT FMSII requisition process is used. For Major Equipment, when service calls are needed, the VDOT FMS II requisition process is used.		
Credit card, state contract, agency contract, sole source contract, competitive bidding, and emergency purchases		
Each section manager preapproves any action in this area.		
Requisition is prepared and approved and submitted to Procurement Officer. Follows same path as other agency procurements.		
Use Contract Managers / Administrators. Also supervise contractors on site.		
All methods are currently used		
agency contract		
Service calls are managed through the agency's procurement process.		
We generally include service in our purchase process for large equipment or systems. The provision of service becomes a part of our contract. In other instances, we secure services via a competiitive procurement action. The only time we use sole source is in an emergency or when only one vendor can provide a proprietary service.		
We don't have a process		
Sole source contracts - the vendor we purchased the equipment from, generally services it as well - no monitoring		
Lab: Agency contract (maintenance&training for initial year included when we purchase many of our scientific instructions). Group managers monitor routine PM service calls and initiate out-of-cycle service calls on contracts. All contracts are assigned to a contract monitor. they are respnosible for requesting and monitoring both vendor service calls and routine maintenance.		
That is decentralized to the facility level		
A requisition is entered in Syteline (automated system), approved by a superviser, creating a PO.		
state/agency contracts		
We utilize the method that best fits the individual circumstance.		
N/A		
Supervisor oversight, purchase limit review.		

	Do not completely understand the question.		
	Unique to asset including State contract, BID, and Service contracts		of 15
	1. Credit Cards 2. State Contract 3. Agency Contract 4. Sole Source Contract		
	Service calls are coordinated through the purchasing office.		
	Credit card and purchase requisition		
	State contracts		
	State Contract		
	Total # of respondents **30**. Statistics based on **29** respondents; **0** filtered; **1** skipped.		

How does your Agency plan equipment work orders including parts, materials, services, labor and tools?		Response Percent	Response Total
			28
	Based on purchase requisition from division responsible for equipment.		
	Not applicable.		
	Scheduled by DGS Fleet Management, and by agency Law Enforcement personnel for watercraft equipment, trucks and agency aircraft, and by MIS staff for computer equipment		
	n/a		
	Through preventive maintenance schedules or service requests. Parts and materials required for routine maintenance are stocked in maintenance inventory. The inventory and purchases of materials are part of the computerized maintenance system MP2.		
	For VDOT Non-Rental Equipment, the planning for works orders is performed by individual VDOT Shop Supervisors. Parts, materials, and tools are provided through the VDOT Intergrated Supply Services Program (ISSP) contract. Labor is provided by in-house VDOT staff in each VDOT Shop. Services are obtained locally through the VDOT requisition process in the VDOT Financial Management System (FMSII).		
	Budget Manager and staff plan for next fiscl year and adjusts as challenges occur.		
	When it breaks we order the related parts. No funds to maintain an inventory of highly in demand parts.		
	This would be segregated on a requisition when quotes obtained.		
	N/A		
	Ad hoc basis		
	manually		
	Equipment is externally performed, planned through the agency's procurement process.		
	Responsible departments contact the vendor engaged to perform the services. We generally perform routine maintenance ourselves on building equipment such as chillers, generators, etc. We contract service on other equipment such as kitchen equipment, photography equipment, the security system/equipment, and computers. We generally do not maintain parts or materials for anything other than basic building equipment, gallery and theater lighting, and other specific applications that constitute routine maintenance.		
	Each unit/division is in charge of their own equipment/budget. A services and purchases are procurred by the initiation of a purchase requisition		
	Totally dependent on budget and needs		
	Fleet: Repair estimates Lab: Group Manager calls vendor for external support - also performs basic leg work on contracts as needed		
	Through our CMMS.		
	purchase req's for planned maint. based upon historic data.		
	Purchase goods/services for maintenance as needed.		
	By allowing a certain percentage of funds for repair for each location in the budget.		

	Done by the responsible party as required.		
	Critical equipment has scheduled preventative maintenance contracts inclusive of parts, materials, services, labor and tools.		
	A Project Team is formed and a cost analysis/valuation is conducted.		
	Scheduled maintenance on vehicles, helicopters and office equipment.		
	Estimates from vendors		
	No plan, react		
	The work orders and parts are under warranty. It is on an as needed basis		
	Total # of respondents **30**. Statistics based on **28** respondents; **0** filtered; **2** skipped.		

Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.	Response Percent	Response Total
		25
Technology equipment is owned by VITA and they may have policies that would apply to your ability to reengineer the business process. State law restricts control of check processing equipment.		
None known. Federal equipment may have special regulations depending on grant.		
none known		
Department of Accounts requirements, DGS requirements.		
JCAHO		
There are limitations with federal assets according to OMB Circular A-87 and A-102. These regulations require Federal approval for purchases of equipment with Federal funds costing $5000 or more. Also, disposal of Federal equipment with Fair Market Value $5000 or more at time of disposal requires reimbursement to Federal government of their appropriate participation percentage. Also, state purchasing and disposal of equipment is subject to requirements of the Virginia Public Procurement Act.		
None I am aware of at this time.		
no		
No		
Federal Aviation Administration (FAA) directs maintenance of navigational equipment.		
Federal grant property management requirements in agenies' Financial Assistance Rules may limit reengineering if ownership is affected. These rules also limit treatment of surplus property revenues.		
We know of no restrictions in state or federal laws.		
Yes, the Dept of Accounts Fixed Assets policy		
No		
Lab: Must comply with EPA, CLIA, NELAC, FDA, USDA, USGS regulations, etc. These laboratory certification entities have specific requirements governing instrument maintenance records.		
no		
No		
We are not aware of anything that would restrict the reengineering of this business process.		
No		
Federal PR and DJ grants have specific requirements for monitoring equipment purchase, maintenance and use.		
None, so long as no federal taxpayer data are compromised in any way.		
State Guidelines Code of Virginia		

	None.		
	No0		
	Federal govt. requires that any equipment bought with federal fund must be designated.		
	Total # of respondents **30**. Statistics based on **25** respondents; **0** filtered; **5** skipped.		

If you have any other concerns or comments about this functional area, please include them here.		Response Percent	Response Total
			18
	In response to question #12 - As of 6/30/04 the total capitalized value of equipment was $2,372,843, reduced by accumulated depreciation of $2,110,406 for a net depreciated value of $262,437. As you accumulate data from other agencies about equipment value, you should note that for FY 2005, VITA took over ownership of all technology-related equipment from each agency. Care should be taken in accumulating this data to ensure it is not being double counted if VITA is one of the agencies responding to this survey or if other agencies are responding with current data that does not include technology equipment as a result of the VITA transfer.		
	We do not have a specific Equipment Management function and did not feel we could adequately answer this survey.		
	Agency currently has no equipment in FAACS. All IT equipment was transferred to VITA effective 9/25/04.		
	For Question #14, the breakdown of Non-rental equipment and Major Equipment is as follows: Non-rental equipment @ 6/30/04: $80,716,241 Major equipments @ 6/30/04: $59,400,465 Total $140,116,706 For Non-rental Equipment, the answer to question 26 was left blank because the maintenance budget for Non-rental Equipment is included along with many other items in the VDOT Maintenance Management Budget and is not clearly identified as a single item. This same answer is also applicable to question #33 regarding the equipment management operating budget. With Major Equipment, maintenance costs may cross different programs, such as administration, maintenance, or construction and, like Non-rental equipment, are not identified as a single item in the budget. For question #34, the breakdown of FTEs for non-rental equipment and major equipment are included in an attachment Administrative Management_Equipment Management_1.		
	no		
	Some of ABC's equipment maintenance requirements are bundled within other contracts (e.g. cash register purchase includes maintenance). Other maintenance areas are also bundled with various cost centers and were not separable in the short time frame for completing this survey.		
	na		
	We have answered these questions including surplus equipment management. If surplus equipment management is not part of this activity, then the time estimates are to high.		
	The estimated value of the museum's equipment ($2,000,000) is an estimate of depreciated value. We estimate the replacement costs for the equipment to be $4,000,000 or more.		
	Every agency should have a system that allows for upload to the State FAACS system. Monies should be budgeted for maintenance and equipment. It is impossible to make an estimate of the time spent on equipment management due to the absence of any records for this and the large number of locations that we have. Regarding question 24, DCR does not budget to the sub-object code level, therefore we cannot accurately determine the equipment maintenance budget.		

	Survey response considered Laboratory and Fleet Management services found in the Department of General Services. Where information is specific to one or the other, it was noted in the survey response.		
	It would be helpful if either as a component of FAACS or some other state system, preventive/scheduled/predictive maint. was tracked.		
	Questions 23 & 29) We do not budget specifically for equipment maintenance or equipment management. The amount is rolled up into the necessary cost center budgets.		
	N/A		
	Comment:Q #31. Our budget system does not permit us to get a number for the cost of managing our equipment. Modifying FAACS to upload data from agency DB; and the Data Warehousing of equipment management systems for the purpose of recording these assets in FAACS and Risk Managment would assist agencies efforts in mgmt redundancy reduction		
	None.		
	For lease equipment we should have online access to the lease accounting system (LAS)Put a maintenance plan in place for vehicles.		
	We should not have to pay a percentage to VITA for technology equipment purchased. Overstates our actual costs.		
Total # of respondents **30**. Statistics based on **18** respondents; **0** filtered; **12** skipped.			